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6 July 1959

MEMORANDUM FOR: Director of Training

SUBJECT : Responsibility for Arranging  
VIP Briefings

Problem

1. To evaluate the workload implications of transferring from PPC/DDP to the OTR Briefing Officer responsibility for arranging CIA briefings for "VIP's" (newly designated Ambassadors and senior military commanders).

Background

2. CIA regulations establish no single point of contact and few clear delineations of responsibility for briefing non-CIA personnel on the Agency's activities.

- a. [redacted] 25 May 1953, assigns responsibility to DTR for briefing military service attaches. This includes ascertaining briefing requirements, arranging for and conducting Agency briefings, maintaining liaison with the three military departments, and arranging special briefings when necessary. The regulation states that, insofar as possible, facilities of the Strategic Intelligence School and Naval Intelligence School shall be utilized for Agency briefings.
- b. [redacted], 14 May 1959, outlines the responsibility of the Liaison and Collection Division to provide the "necessary administrative support for the Agency's program for briefing and debriefing non-CIA U. S. Government officials." One member of this division is listed as having the specific duty to "arrange briefings and debriefings of Ambassadors, Ministers, Foreign Service Officers, Military Attaches, and certain other U. S. diplomatic personnel."

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- c. [ ] 22 July 1957, states that PPC "is responsible for arranging for briefings on CS activities for...military attaches or other service personnel, and for principal officers of other U. S. Government departments and agencies, who have proper need for such information."

3. OTR and OCR are the generally recognized points of contact for non-CIA officials to arrange briefings on over-all CIA matters. In practice, OTR arranges presentations at the various State and Defense schools and also offers regular group briefings for selected personnel from State, Defense, NSA and USIA. OTR briefings usually deal with the organization and functions of the intelligence community and of CIA. OCR is used by other agencies to arrange briefings for individual officers - attaches, FSO's, ICA and USIA officers. Briefings arranged by OCR are strongly oriented toward intelligence collection and production; and they rarely involve officers above the FSO or Colonel level.

4. PPC has moved into this picture as a special point of contact to arrange briefings for VIP's from State and Defense. Just how it acquired this role is somewhat hazy. PPC's charter limits its interests to briefings on CS activities. Yet VIP briefings, although oriented toward operations, are general CIA exercises. Conscious of this anomaly, and desiring to cut its workload, PPC has asked OTR to take over the job of arranging and coordinating VIP briefings. PPC would, of course, continue to handle DDP participation in such briefings.

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Discussion

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6. Col. [ ] of PPC has detailed the briefing activities PPC performs and has indicated the portion which it is proposed be shifted to OTR. At present, PPC:

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- a. Acts as the point of contact to arrange CIA briefings for approximately twenty-five VIP's a year.
- b. Arranges the DDP participation in briefings for about fifty persons a year who come to the Agency through OCR. Most of the latter group are Navy attaches.
- c. Maintains a Kardex file with information about every State and Defense officer briefed by CIA-- whether or not PPC or DDP is involved in the briefing. The file is an aid in handling "re-treads"; it shows the participants and subject matter for each briefing.

7. Essentially, PPC wants to restrict its briefing activities to those involving DDP interests. Thus, it proposes that OTR become the CIA point of contact for VIP briefings. PPC also expects to rely on OTR and OCR for whatever records are needed on past briefings.

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8. Listed below are the duties involved in arranging a VIP briefing. [redacted] says they will entail about four hours (combined time of O&B Officer and his secretary) per VIP.

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- a. Act as contact point between CIA and sponsoring Department. Accept (and sometimes initiate) request for briefing; set date and time; determine requirement for special arrangements, etc.

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- b. Coordinate briefing with other CIA components. Arrange agenda, time and place. Each major component has a coordinating point for such briefings: [redacted] - DDP; [redacted] - DDI; [redacted] - DDS; [redacted] - DCI; Mr. [redacted] - DDCI. These components supply the individuals who do the substantive portions of the briefings which usually start at 2 p.m. and are conducted in the Director's conference room, East Building or Central Building.

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- c. Prepare and distribute agenda for briefing and biographic sketch of VIP.
- d. Escort VIP to briefing site and arrange transportation therefrom. Escort service, while time consuming, is regarded as necessary to insure that VIP's find the site, gain access to it without trouble, and arrive on time.
- e. Assist in conduct of briefing. In the past, each component of CIA has described its own internal organization. PPC (which does this part of the DDP presentation) suggests the O&B Officer describe the organization and functions for all of CIA so as to give a more coherent presentation and save time. Components could then concentrate on substantive material. Briefings usually last 2 - 2 1/2 hours.
- f. Miscellaneous duties. Some minimum record of briefings has to be kept. Occasionally a VIP has a special request to be handled, such as arranging an appointment with a CIA official. Still less frequently, the DCI or DDCI will arrange a luncheon for the VIP, and a guest list must be prepared (PPC expects to hang onto this function, however).

9. There are no rules to define a "VIP" for our purposes. In practice, State draws the line between Ambassadors and FSO's. The military services look for such treatment for officers above the rank of Brig. General who are assigned to commands of special interest to CIA. Senior Commanders, MAAG chiefs and G-2's of senior headquarters make up most of the list. About twenty-five VIP's are briefed each year.

10. As noted in paragraph 3, OCR is the recognized contact point in CIA to arrange general briefings for individual officers from other agencies. About 125 - 150 such briefings are conducted each year--most of them for attaches and FSO's. PPC's concern with such briefings is limited to its DDP interests; hence it is not suggesting that OTR assume any of this workload. Nor is OCR. Mr.  Chief, LCD/OCR,

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says he can see no reason to alter present arrangements for these briefings. They form a natural part of LCD's liaison relations with the other agencies; they have a strong DDI orientation; and they are running smoothly.  
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11. Mr. [ ] the OTR Orientation and Briefing Officer, says there is sufficient leeway in his and his secretary's present workload to absorb the task of arranging VIP briefings as PPC proposes. [ ] could not, of course, take on any appreciable amount of the work OCR is doing without expanding his staff.

12. Transfer of responsibility for VIP briefings can be done without a change of regulations or formal notice. PPC's role in such briefings developed informally and can be changed by telephone calls to its contacts in State and Defense. Such action seems preferable to any revision of regulations at this time. Relationships between OTR and OCR with respect to briefings are running smoothly. In practice, OTR would handle outside schools and groups and VIP's. OCR would continue to handle individual officers below the VIP level. To try to delineate formally this division of responsibility might create more problems than it solves.

### Conclusions

13. OTR's O&B Officer can assume responsibility for arranging and participating in VIP briefings without an increase in staff and without detriment to his other duties.

14. Participating in VIP briefings--by presenting organizational material--is directly in line with the O&B Officer's current duties. He makes similar presentations at service schools and at other briefings. Sharing in VIP sessions will enhance his present role and will provide a useful stimulus for him.

15. Shifting responsibility for arranging VIP briefings from PPC to OTR is sound organizationally. This is a function which should be performed on behalf of the entire Agency. OTR is situated organizationally to carry out such a responsibility; PPC is not (and this fact was called to its attention in a recent I&R report). Of course, OTR is not the only component which logically could be assigned such a responsibility. OCR, the Director's office, and perhaps DDC might

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be candidates. But OTR is in the best position to discharge the responsibility effectively and can do so without any change in present staff.

**Recommendation**

16. Recommend OTR assume the responsibility now held by PPC for coordinating, arranging and administering VIP briefings and that this change be accomplished informally.

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